

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Sr. Word Processing Typist</u>	CLASSIFICATION CODE: <u>02423300</u>
	SALARY RANGE: <u>(312) \$28029 - 30290</u>	REFERENCE POSITION NO.: <u>1257-10000-216</u>
	Department of Human Services	APPLICATION PERIOD: <u>1/18/06 - 1/24/06</u>
	Division/Section/Unit <u>Child Support Services</u>	GRACE PERIOD ENDS <u>1/27/2006</u>
	Assignment(s) / Comments <u>Must submit a typing proficiency of 40 net wpm for 5 minutes with your bid</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>77 Dorrance Street, Providence</u>
	Restrictions/Limitations: <u>LTPS Until 8/05/2006</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u>        </u>	
	Name of Bargaining Unit Union: <u>Council 94, Local 2882</u>	
	There is <u>  </u> is not <u>  X  </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	Duties include complex word processing typing and data entry duties, filing, telephone coverage, sorting mail, receptionist duties, and other related duties as required	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>Education:</b> Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment and including the use of spreadsheets and scientific programs; and <b>Experience:</b> Such as may have been gained through: employment in performing automatic typing and office tasks of a complex nature including the use of spreadsheets and scientific programs. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>Must submit a typing proficiency of 40 net wpm for 5 minutes</b>	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Tammy L. Lonardo Department of Human Services 600 New London Avenue Cranston, RI 02920	Telephone #: <u>401-462-2481</u> Fax #: <u>401-462-2041</u> TTY/TDD #: <u>401-462-3363</u> (Telecommunication Device for the Deaf)

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